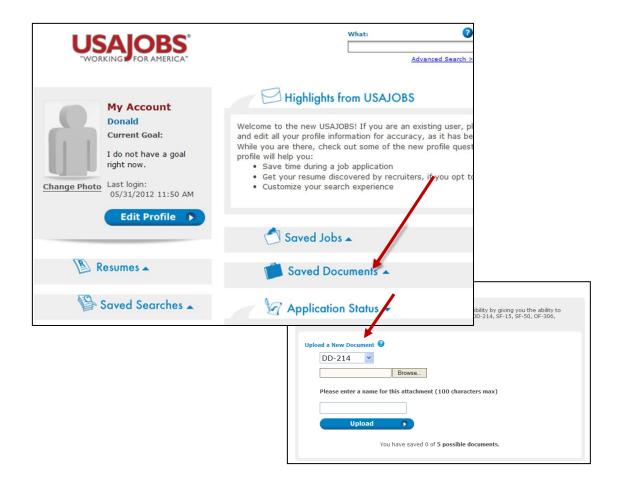# UPLOADING AND USING DOCUMENTS ONLINE

USAJOBS
Log into your USAJOBS account (https://my.usajobs.gov/Login.aspx) and click on "Saved Documents":
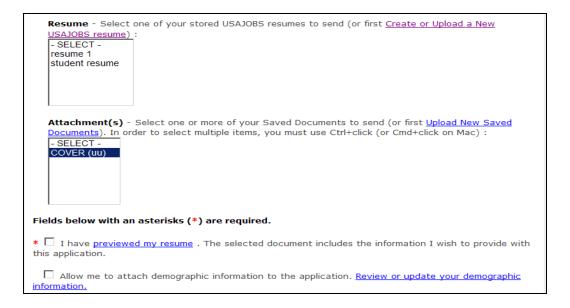

Using this feature, applicants can upload several documents to their account to submit with applications. Up to ten documents such as the DD-214, SF-50, SF-15, transcripts and others can be stored in the account.
The size limit for these uploaded documents is 3 megabytes.

ATTACHING UPLOADED DOCUMENTS

In USAJOBS, you will see this screen when you click on **Apply Online** button on the announcement:

Resume - Select one of your stored USAJOBS resumes to send (or first Create or Upload a New USAJOBS resume) :

- SELECT -
resume 1
student resume

Attachment(s) - Select one or more of your Saved Documents to send (or first Upload New Saved Documents). In order to select multiple items, you must use Ctrl+click (or Cmd+click on Mac) :

- SELECT -
COVER (uu)

Fields below with an asterisks (*) are required.

* ☐ I have previewed my resume . The selected document includes the information I wish to provide with this application.

☐ Allow me to attach demographic information to the application. Review or update your demographic information.

Select one or more of your Saved Documents to send and then click on Apply for this Position Now. (NOTE: To select multiple items, you must use Ctrl+Click (or CMD+click on Mac)) Next you will be taken to AVIATOR to complete the online questionnaire. After you finish, submit your application. That's it!